

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT
00011445

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 11445

Hours: 40 hours per week

Salary: \$51,061-\$64,973 (AR-19)

Closing Date: February 22, 2013

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Examples of Duties: Assist with the creation of CORE-CT contracts based on a review of DECD/AG-approved Assistance Agreements for MAA, Small Business Express programs, along with Small Cities, STEAP, Urban Act, Historic Preservation and other various state and federal programs; Assist with CORE-CT processing grant & loan payments, includes review of budgets, comprehensive file data, vendor eligibility on CORE-CT; for the Express program, create contracts, create purchase orders, process vouchers, create and maintain CORE-CT and Excel reports; for loan management, input loan data on the Nortridge system, apply advancements, update vendor information, look up payment dates on CORE-CT, generate various loan data requests from borrowers; independently perform arithmetical computations, balancing and reconciling an interrelated group of accounts; receive monies in various forms such as cash or checks and prepare daily deposit; maintain accounting and related record keeping for the individual cell phones; maintain various accounting ledgers; calculate loan payoffs for MAA, Express, ECL, HOME, Pre-Development loan programs; assist with loan confirmation requests from CPA's; in the Nortridge system, run reports and amortization schedules for MAA and Express loans; prepare and maintain payment spreadsheets and billing invoices; administer Petty Cash funds; administer the bookkeeping for the annual Big E Eastern States Exposition, perform basic accounts receivable or accounts payable activities as required; performs related duties as required.

General Experience:

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, purchasing or related fiscal administration functions. Connecticut Careers Trainee level and experience (target Fiscal/Administrative Officer or closely related class) is at the professional training above the paraprofessional level.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit **(please do not email or fax your application package)** a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business February 22, 2013** to:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Human Resources Office
505 Hudson Street
Hartford, CT 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.